

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:
Cllr Blagrove, Cllr Crotty, Cllr El, Cllr Huseyin, Cllr Peters, Cllr Rustem, Cllr Wilson and Cllr Winter

You are summoned to attend a meeting of the

FINANCE AND AUDIT COMMITTEE

of **BEXHILL-ON-SEA TOWN COUNCIL**

to be held in the **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**

on **Wednesday 17th September 2025** at **6:30pm**

when it is proposed to transact the following business:

Joey Daeva

Proper Officer

10th September 2025

Members of the public and press are welcome to attend.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. Members of the public addressing the council but not wishing to be recorded should put this request to the town clerk at the earliest opportunity.

PLEASE TURN OFF YOUR MOBILE PHONE DURING THE MEETING AS THIS INTERFERES WITH THE RADIO MICROPHONES USED IN RECORDING THE MEETING.

AGENDA

1. PUBLIC PARTICIPATION

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking. A person who speaks at a meeting shall direct his comments to the chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

2. TO RECEIVE APOLOGIES FOR ABSENCE

3. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

4. CHAIR'S ANNOUNCEMENTS

5. MINUTES

a) To approve the minutes of the meeting of 9th July 2025 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To receive bank reconciliation as of 31st August 2025. *(Appendix B)*
- b) To consider budget position as of 31st August 2025 *(Appendix C)*
- c) To receive payment listing as of 31st July 2025 and 31st August 2025. *(Appendix D)*
- d) To receive ear-marked reserves as of 31st August 2025. *(Appendix E)*
- e) To consider sort-term reinvestment options. *(Appendix F)*

7. GRANTS AND DONATIONS

- a) To receive draft Grants and Donations Policy. *(Appendix G)*
- b) To consider grants as per appendix H. *(Appendix H)*

8. RECOMMENDATIONS FROM COMMITTEES

There are none.

9. MOTIONS FROM COUNCILLORS

There are none.

10. CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

11. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note answers to questions from last meeting.

Cllr Wilson asked for clarification on the year-to-date figure under Mayor's expenses, noting an assumption that the amount of £1,317 related to the Mace Bearer's Hat and possibly another item.	The figure comprises £387.50 for the Mace Bearer's bicorn hat and £750 for the Mace Bearer's fee for 2024-2025, with the remaining £179.50 to be confirmed.
Cllr Wilson asked for clarification on the EMR Reserve for public toilets, querying whether it represents the remaining balance of the original £150,000 raised from residents two years ago in case the Town Council took on the toilets, as opposed to EMR 330, which relates to refurbishment funds. He referred to Appendix E (Earmarked Reserves) and noted that a significant deposit was recently paid to a company for refurbishment work, which does not appear in the current report.	EMR 330 represents the balance of the £150,000 allocated for the Devonshire Square Toilet refurbishment works, which are now completed. EMR 358 is designated for the costs of operating the public toilets under licence from Rother District Council.

- b) To receive questions from councillors and any future agenda items.
Questions shall be recorded in the minutes and responded to at the next meeting or before.
- c) To consider any new risks for future mitigation.

12. OVERVIEW OF ANNUAL INTERNAL CONTROL TASKS OF THE COUNCIL

January	Submit Precept to Rother District Council
February	Review Standing Orders/Financial Regs and policies for Full Council AGM, obtain three quotes for insurance policy renewal
March	Review annual financial risk assessment
April	Complete year end accounts and AGAR, produce annual report, insurance policy renews,
May	AGM – adoption of policies, internal audit, review asset register
June	Approval of AGAR, review internal controls, complete internal audit
July	Electors rights period, Annual VAT return
August	RFO to begin budget drafting
September	Committees prepare budget forecasts, F&GP review salary budgets
October	Committees prepare budget forecasts
November	F&A review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

13. DATE OF NEXT MEETING – WEDNESDAY 8th OCTOBER 2025

All motions for the next meeting of the Finance and Audit Committee on 8th October 2025 must be received by 29th September 2025.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will not be permitted to attend during the following items:

14. STAFFING UPDATE

- a) To receive update.